

Job Aid: NIH CAP GAP – Not Filling the Gap – PayPath Action

Employee [REDACTED] Empl ID [REDACTED] Empl Record 3
 Academic: Non Faculty HR Status: Active Payroll Status: Active
[Funding Entry Page](#)
[Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 Last

Effective Date: 07/01/2019 **2**
 Effective Sequence: 2
 Action: JED Earnings Distribution Change **3**
 Action Reason: JED Negotiated Compensation Plans

Current Effective Date: 07/01/2019 Current Action: POS Position Change
 Current Eff Sequence: 1 Current Action Reason: TIT Temporary Increase in Time

Position Number: 40196195 RES-LR SCL-AY-1/9
 Business Unit: SBCMP UC Santa Barbara Campus
 Department: [REDACTED]
 Location Code: [REDACTED]
 Job Code: 003205 RES-LR SCL-AY-1/9
 Union Code: FX Non-Senate Academic Research
 Reports To Position Number: 40031639 DIRECTOR [REDACTED]
 FLSA Status: Exempt
 Salary Administration Plan: T012 Establishment ID: UCSB UC Santa Barbara
 Salary Grade: 1 **1** Step: 7
 FTE: 1.000000 Employee Class: 10 Academic: Non Faculty
 Appointment End Date: 09/30/2019 End Job Automatically: ☒

Earnings Distribution Type: By Percent **4** Comp Rate: 17,944.44444 Standard Hours: 40.00 Pay Frequency: UC_9M UC 1/9th Rate

Pay Components Personalize | Find | First 1-2 of 2 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	142,500.000000	Annual
2 UCOFF1	19,000.000000	Annual

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

*Earnings Code	Comp Rate	Distribution %
ACR Additional Comp-Research	16,024.927222	89.303
GAP Unpaid Cap Gap	1,919.517222	10.697

UC Job Data

Post Docs Anniversary Date: [REDACTED] Academic Duration of Appt: Tenured
 Location Use End Date: [REDACTED]
 Location Use Type: [REDACTED]

Job Data Comments: **6a. Enter comments regarding the purpose of the action.**

5

Total Distribution % MUST equal 100% and should be entered as a whole number with 3 decimals.

Complete a PayPath action:

1. No Action on Position tab.
2. Job Tab - Verify that the FTE is correct, if needed, update position FTE.
3. Enter the *Effective Date* of the summer salary (should always be the first of the month the pay will apply to).
4. Enter "JED" for the *Action* and *Action Reason*.
5. Confirm the *Earnings Distribution Type* is "By Percent."
6. Complete the *Earnings Distribution* section as follows:
 *The first line should be pre-populated with "ACR" from the information that was entered on the Hire template –
 **Calculate and change the *Distribution %* so the MONTHLY *Comp Rate* is equal to the current Cap.
 *Select the "+" button to add a second Earnings Dist. line.
 *Enter "GAP" for the second *Earnings Code*.
 Enter the corresponding percent in the *Distribution %* so the *Comp Rate* is equal to the "unpaid gap" portion of the incumbent's pay.
7. Proceed to the Additional Pay tab and submit the action.
8. **STOP:** The PayPath action must be approved before proceeding to the *Funding Entry* instructions.

Job Aid: NIH CAP GAP – Not Filling the Gap – Funding Entry Action

Funding Entry

Find an Existing Value Add a New Value

Request ID NEW
Set ID SBCMP
Department
Fiscal Year 2020
Budget Level Position
Position Pool ID
Position Number 49999999

Add

Find an Existing Value Add a New Value

1. Open the Funding Entry component.
 - a. From the Funding Entry transaction page, select the “Add New Value” tab.
 - b. Enter your Department Code and Position Number.
 - c. Select the “Add” button
2. On the Funding Entry page, select the “Salary Cap / MCOP Funding Worksheet” link toward the bottom of the screen.

Funding Entry

Request ID NEW
Set ID: SBCMP Department: Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level Find View All First 1 of 1 Last

Department Position Pool Position

Position Number: 40196195 RES-LR SCL-AY-1/9 Pool ID:

Job Data Snapshot

Personalize Find First 1 of 1 Last

Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			3 07/01/2019	2		003205	RES-LR SCL-AY-1/9	Active	09/30/2019	

Funding Effective Date: 07/01/2019 Eff Seq: 0 Status: Active Record Status: Saved to Database

Earnings Distribution

Personalize Find First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8				02	SBFIN						100.000
2		2	000031561	8		19900			SBFIN						100.000

Justification document

Add Attachment

View Attachment

Delete Attachment

Budget Distribution Details

Salary Cap / MCOP Funding Worksheet

2

Approver document upload

Initiator Comment:

Save

Notify

Add

Update/Display

Include History

Correct Hist

Complete the Funding Entry – 3 Sections: Compensation Data Snapshot, Default Funding Profile, Funding Distribution Worksheet

The *Compensation Data Snapshot* shows the total compensation that should be paid for the given pay period (the PayPath action completed earlier “removes” the gap from the overall salary paid)

The *Default Funding Profile* identifies the fund sources that should be defaulted to if something with the ongoing fund sources goes wrong. There needs to be at least two default fund lines – one for funds that fall within the Cap (OTC Indicator = “No”), and one for funds Over The Cap (OTC Indicator = “Yes”).

1. Enter the *Effective Date* – **this should be the first of the month aligning with the start of the Summer Salary.**
2. The first line will have the *OTC Indicator* prepopulated as “No.”
*Enter the default chartstring (the account pay should default to if there is an issue with the intended fund source).
*Enter the *Distribution %* as 100.000
3. Select the “+” button at the end of line 1 to add a second funding line.
*Set the *OTC Indicator* to “Yes.”
*Enter the default chartstring (the account pay should default to if there is an issue with the intended fund source).
*Enter the *Distribution %* as 100.000

Note: If more than one fund source is being entered with the same OTC Indicator, the TOTAL Distribution % of all sources must equal 100%.

Salary Cap/MCOP Funding Worksheet

Empl ID: [REDACTED] Empl Rcd: 3 [REDACTED]
Position Number: 40196195 RES-LR SCL-AY-1/9
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Compensation Data Snapshot Find | View All First 1 of 1 Last

As of Date: 07/01/2019 Eff Seq: 2
Salary Plan: T012 Comp Freq: UC 1/9th Rate
Salary Grade: 1 FTE: 1.000000
Step: 7

Pay Component	Em Cd	Monthly	Annual	Percentage
ACR		\$16,024.93	\$144,224.35	100.000000
Total UC Salary		\$16,024.93	\$144,224.35	100.000000

Default Funding Profile Find | View All First 1-2 of 2 Last

Effective Date: 07/01/2019 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept Cost Center	Work Study Cd	Distribution %
1	No		8	[REDACTED]		19900			SBFIN				100.000
2	Yes		8	[REDACTED]		19900			SBFIN				100.000

Annotations: Blue boxes with numbers 1, 2, and 3 point to the Effective Date, OTC Indicator, and the first line of the Default Funding Profile table, respectively. A blue callout box points to the table with the text: "The Default Funding Profile MUST have at least one line with an OTC Indicator of no, and at least one line with an OTC Indicator of yes. Total Distribution % for each must = 100%."

The *Funding Distribution Worksheet* section should be completed with all fund information for the desired fund source:

1. Enter the *Begin* and *End Dates* of the fund source.
2. Skip the *Ern Cd* field.
3. Enter all necessary Account String elements.
4. The *UC Monthly Salary*, *Annual Rate*, *Total Allocated Amt* fields will auto populate based on the employee pay and position FTE.
5. Enter the *Percent of Effort* as 100%.
6. The *Cap Rate (Annual)* and the *Prorated Cap Rate (Annual & Monthly)* will auto populate based on the fund cap.
7. Once all data points have been entered, select the *Funding Distribution Preview* button to preview your position funding.

Funding Distribution Worksheet

Date of Entry: 07/22/2019 Eff Seq: 0 Last Updated By: 10036093

1 2 3

Begin Date	End Date	Ern Cd	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept Cost Center	Work Study Cd	OTC Indicator	UC Monthly Salary	Annual Rate
1 07/01/2019	07/31/2019			8					02	SBFIN					\$16,024.93	\$144,224.35

6 Funding Distribution Preview Return to Funding Entry

4 5

	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
5	\$16,024.92	<input type="checkbox"/>	100.000000	100.000000	HHS	\$192,300.00	\$144,225.00	\$16,025.00

Please Note:

- The auto-populated calculations on this worksheet will be based on the *Begin* and *End Dates* that were entered. If you want to see the monthly rate to confirm the amount paid will match your calculations and not exceed the cap for any given month, you can enter the dates for one month (e.g. 6/1/19-6/30/19). This will allow you to see the *Total Allocated Amount* is equal to your capped rate.

The *Funding Distribution Preview* will show you the fund source you are paying from, and the total *Monthly Rate* the employee will receive. There should be no information on the default chart string since you are only paying the capped amount on the fund.

Empl ID: [REDACTED]Empl Rcd: 3 [REDACTED]

Position Number 40196195RES-LR SCL-AY-1/9

Fiscal Year: 2020Budget Begin Date: 07/01/2019Budget End Date: 06/30/2020

Funding Distribution Preview

Find | View AllFirst1 of 1Last

Date of Entry: 07/22/2019Eff Seq: 0

Begin Date: 07/01/2019End Date: 07/31/2019Total Monthly Amount: \$16,024.93Percent of Pay: 100.000

Personalize | Find | [Icons]

First1 of 1Last

Em Cd	OTC Indicator	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept CostCenter	WorkStudy Cd	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	ACR	000030013	8	[REDACTED]					SBFIN			\$16,024.93	100.000000	100.000000	\$192,300.00	\$144,225.00	\$16,025.00

FAU Monthly Preview

Submit to Funding Entry

Return to Salary Cap/ MCOP Funding Worksheet

Once you confirm your distribution, select the *Submit to Funding Entry* button.

This brings you back to the Funding Entry screen.

1. Select the *Save* button.
2. The action will cycle through and a *Submit* button will appear.
3. Select the *Submit* button to forward the action for approval.

Funding Entry

Request ID: NEW
Set ID: SBCMP Department: [REDACTED] Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level Find | View All First 1 of 1 Last

☐ Department ☐ Position Pool ☒ Position +

Position Number: 40196195 RES-LR SCL-AY-1/9 Pool ID: Personalize | Find | First 1 of 1 Last

Job Data Snapshot

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Smith, William	10039997	3	07/01/2019		2 NRll	003205		Active	09/30/2019	<input type="checkbox"/>

Funding Effective Date: 07/01/2019 Eff Seq: 0 *Status: Active Record Status: In Progress Personalize | Find | First 1-2 of 2 Last

Earnings Distribution

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8					SBFIN						100.000
2			000031561	8					SBFIN						100.000

Justification document [Budget Distribution Details](#) [Salary Cap / MCOP Funding Worksheet](#)

► **Approver document upload**

Initiator Comment:

The Submitted action will show with the *Earnings Distribution* details of the entry as shown in the below screenshot, and the transaction number appears at the bottom of the page.

Funding Entry

Request ID: FE00113973

Set ID: SBCMP Department: [REDACTED] Request Status: Pending Approval

Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level

Department

Position Pool

Position

Position Number: 40196195

RES-LR SCL-AY-1/9

Pool ID:

Job Data Snapshot

Personalize Find 1 of 1 Last

Job details 1

Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Smith, William	10039997		3 07/01/2019		2 NR11	003205		Active	09/30/2019	

Funding Effective Date: 07/01/2019

Eff Seq: 0

Status: Active

Record Status: In Progress

Personalize Find 1-2 of 2 Last

Earnings Distribution

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	Work Study Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8					SBFIN						100.000
2		2	000031561	8					SBFIN						100.000

Justification document

Add Attachment

View Attachment

Delete Attachment

Budget Distribution Details Salary Cap / MCOP Funding Worksheet

Approver document upload

Initiator Comment:

Save

Funding Entry

Request ID: FE00113973, Set ID: SBCMP, Dept ID: NR11, Year: 2020: Pending

Funding Entry

Pending

Multiple Approvers

UC AWE Approver 01

Notify

Add

Update/Display

Include History

Correct History

Once the action has been approved, you can view details through the Funding Entry component. Updates can be made following the same steps as listed above.